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ARTS PARTNER GRANT PROGRAM
administered by
The City of Bloomington Department of Economic & Sustainable Development

DESCRIPTION

The City of Bloomington's Economic & Sustainable Development Department and the Bloomington Entertainment and Arts District (BEAD) will distribute up to **\$20,000** in the 2011 Arts Partner Program through a competitive grant process. This grant program will support efforts that grow not-for-profit and for-profit organizations and businesses with a focus on the arts; enhance the overall arts economy; and/or seed those projects or events that add to Bloomington's attraction as an arts destination and support the goals of BEAD.

The maximum individual grant award is **\$5,000**; and each applicant may be awarded only one grant per calendar year.

ELIGIBILITY

Arts Partner Grants are available to businesses and organizations based in the city of Bloomington. While the business or organization's primary purpose may or may not be arts-related, the projects must be arts-related, open to the general public and not be restricted to members only. Both for-profit and not-for-profit entities are eligible.

Projects funded through this program must demonstrate a high level of artistic quality, be operated with experienced professional management and/or artistic staff and demonstrate a positive impact on and provide value to the community, following the criteria and guidelines stated below. Exhibits, concerts, performances, public art and festivals are examples of projects eligible for funding through Arts Partner Grants. Potential projects may also include consultant assistance related to improving the quality or management of arts endeavors, such as planning, marketing, facility design, fundraising and board development.

Priority will be given to projects located in and aligning with goals of the Bloomington Entertainment and Arts District (BEAD). Information on the BEAD's goals, including a map can be found at www.visitbead.com.

Projects for which the Arts Partner Grant is the primary source of funding are not eligible; applicants must secure matching funding sources. If the City initiates future rounds of the Arts Partner Grant program, applicants must apply and compete each year for a new Arts Partner Grant. Any prior funding by the City of Bloomington through this Arts Partner Grant or other funding sources does not guarantee future funding through this program. Applicants should read carefully the Legal Assurances on the last page of the application. In the event that a grant is awarded, these assurances become part of the legally binding contract between the applicant and the City of Bloomington. The award of these grants is made at the sole discretion of the City of Bloomington's Economic & Sustainable Development Department and its decision is final. Any major changes from the original application (i.e. scope, budget or schedule) require immediate notification to the Department and must be submitted in writing and approved by the Department before continuing the project.

REVIEW CRITERIA

The following criteria are considered during the review and approval process:

- Artistic quality
- Payment of professional fees to artists
- The extent to which the project adds to Bloomington's attraction as an arts destination
- Ability to administer and implement the project, including the development of an appropriate budget
- Projected income that reflects cash and in-kind contributions from a broad range of sources
- Effective and accountable management practices
- Value to the community as evidenced by community support, public profile and participation by the public
- Demonstrated need for support
- Constituency served and number of people served through this project
- Broadening public access; access to underserved and alternative constituents (e.g., disabled, ethnic, senior, at-risk youth, lower income, rehabilitative, etc.)
- Completeness and clarity of application

FUNDING LIMITATIONS

Grant funds may be used for direct expenditures related to the proposed project; however, the following is a list of expenses which are **NOT** eligible for the Arts Partner Grants:

- Previously completed projects
- Projects outside of the corporate limits of the City of Bloomington
- Activities and performances not available to the general public
- Activities and performances with a fundraising component
- Food, beverages or other refreshments
- Endowment funding or debt refinancing
- Interest on loans, fines, penalties and/or litigation costs
- Indirect costs such as full or partial expenses of utilities, computer use or existing staff salaries

MATCHING FUNDS

Projects for which the Arts Partner Grant will be the sole source of funding are not eligible. Therefore, in its evaluation of applications, the Economic & Sustainable Development Department will look for a balance in the amounts and sources of matching funds. Because Arts Partner Grant funds are limited, applicants are required to seek additional sources of support, including contributions (from individuals, businesses or corporations), earned income, grants from other government agencies or from for-profit businesses and additional demonstrated sources of financing/equity investment. In-kind contributions cannot be included as a match, although they will be considered as evidence of commitment to the project by others (i.e., collaboration/partnership).

PROJECT REPORTING

All grant recipients will be required to submit a final evaluation report to the City of Bloomington within thirty (30) days of project completion. No other City of Bloomington funding will be disbursed until all documents for any previous award are completed and submitted.

CONFIRMATION/ACKNOWLEDGEMENTS

All grant recipients shall give credit to BEAD and the City of Bloomington Department of Economic & Sustainable Development in promotion, publicity, advertising and other collateral material associated with the funded project per specific requirements outlined in the contractual agreement between the applicant and the City of Bloomington. Copies of these materials and records of when and at what occasion such credit was given should accompany the completed final evaluation report. Failure to follow these crediting requirements may result in ineligibility from further funding from the City of Bloomington.

TIMELINE

There will be one grant period in 2011. Deadline for all completed applications is **5 p.m., September 9, 2011**. Notification will be made by October 14, 2011. Funded projects should conclude by October 15, 2012.

HOW TO APPLY

Complete the attached application form. Please note that once an application has been submitted to the City of Bloomington, the information contained in the application is a matter of public record. Applications may be submitted via email or delivered to:

Arts Partner Grants
Department of Economic & Sustainable Development
401 N. Morton St., Suite 130
Bloomington, IN 47402
Attn: Miah Michaelson
michaelm@bloomington.in.gov

SECTION A. APPLICANT INFORMATION

1. Applicant name _____
Address _____
Zip code _____ Phone number(s) _____
Email _____
Web address _____
2. Provide a brief descriptive title for the project: _____
Project director or contact person for this project/activity: _____
Daytime telephone number: _____
Email address: _____
Project dates: _____
What is the total amount that is being requested in this application? \$ _____
3. Not-for-Profit applicants only:
President of the Board of Directors/Trustees: _____
Email address: _____
501(c) 3 number (if applicable) _____

SECTION B. PROJECT NARRATIVE

In an attached document, please answer the following, addressing in detail the criteria outlined in the guidelines, as applications will be evaluated based on these criteria. Please do not exceed five (5) total pages in length.

1. Describe the project.
2. Describe what particular need this project addresses within the organization/business or in the community and the planning process/market research you used to select/design this project.
3. Describe how the proposed project benefits the overall arts economy in a way that it merits public funding from the City of Bloomington.
4. Describe how the project will impact Bloomington as an arts destination.
5. Describe the marketing strategy used to promote the project.
6. Give a specific number of individuals benefitting from the project; i.e., the total audience, participants, students, etc. (excluding employees and/or paid performers).
7. Give a specific number of artists who will participate in and benefit from the project.

8. If this project serves specific constituents other than the general public, please identify the constituents and describe the specific services provided. (i.e. if the constituents are people with disabilities, include physical and program access for people with disabilities, arrangements for transportation, ticket distribution, publicity, involvement, etc.)
9. Describe what method will be used to measure the success of the project.
10. If this is an annual or ongoing project, describe how it will be sustained long term.

SECTION C. PROJECT BUDGET

PROJECT BUDGET: IN-KIND CONTRIBUTIONS

Specify in-kind contributions (donated services and materials) as requested in the form below but do NOT add their total toward the total income or expense section of your budget.

Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$100 for volunteer services, please, specify how many volunteers are anticipated for how many hours at what rate per hour. If you need additional space, please, add an additional page to this document with details as specified in the form below.

Services Rendered/Materials Contributed	Donor	Rate	Dollar Value
_____			\$ _____
_____			\$ _____
_____			\$ _____
Total In-Kind Contributions			\$ _____

PROJECT BUDGET: CASH INCOME

List all projected sources of funding.

1. **Admissions** Itemize below description and rate(s). Include revenue from sale of admissions, tickets, subscriptions, memberships, inventory etc.: \$_____

2. **Contracted Services Revenue** Itemize below description and rate(s); Examples include workshop fees, contracts for services, performance or residency fees, tuition, etc.: \$_____

3. **Other Revenue** Itemize below source(s) and amount(s). Include revenue derived from advertising space in programs, gift shop income, concessions, interest, etc.: \$_____

4. **Private Support** Itemize below corporate, foundation or other private support for project; include source(s) and amount(s): \$_____

5. **Government Support** Identify agency source and amount(s): \$_____

6. **Applicant Cash** Funds from accumulated resources or savings: \$_____

Total Applicant Income, items 1-6 \$_____

Total amount requested from Arts Project Grant \$_____

TOTAL PROJECT CASH INCOME: \$_____

NOTE: Total project
Cash INCOME must
equal total project
EXPENSE on page 7.

PROJECT BUDGET: CASH EXPENSE

1. **Personnel** Itemize below payments for employee salaries, wages and benefits):

\$ _____

2. **Outside Services** (contracted artists, technical, legal, accounting, etc.):

\$ _____

3. **Facility Rental:**

\$ _____

4. **Publicity and Promotion:**

\$ _____

5. **Remaining Expenses:**

a. Supplies/materials

\$ _____

b. Insurance

\$ _____

c. Administration (postage, utilities, phone, photocopying, etc.):

\$ _____

d. Other (itemize): _____

\$ _____

\$ _____

\$ _____

TOTAL PROJECT CASH EXPENSES: \$ _____

NOTE: Total project
cash EXPENSE must
equal total project
INCOME on page 6.

LEGAL ASSURANCES

In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicants' signatures. This application shall become part of the legally binding contract ("grant agreement") between the applicant and the City of Bloomington.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the Department of Economic & Sustainable Development. The Grantee must present major changes to its original proposal in writing to the Department for approval.
2. The Grantee shall submit to the Department of Economic & Sustainable Development thirty (30) days after project completion, the final evaluation report. **In cases where documents are not submitted in a timely manner, the City of Bloomington may, without notice, withhold or refuse any future grant funds.**
3. Grantee must maintain detailed records and other evidence pertaining to costs incurred and revenues acquired for the project and during its term. Funding can only be used during the term of the grant agreement, and for the activities agreed upon in the grant agreement.
4. Credit must be given to BEAD and the City of Bloomington Department of Economic & Sustainable Development in brochures, news releases, programs, publications and all other materials published within the context of the Project. Copies of such materials must accompany the evaluation report. When no such materials are used, verbal credit shall be given at each performance or presentation and a record of those shall be submitted in the evaluation report.
5. The Grantee agrees to indemnify and hold harmless the City of Bloomington and its employees from any and all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of City grant monies. The Grantee agrees to comply with all federal and state laws, and with local ordinances that are applicable to the grant agreement.
6. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.

SIGNATURES (Signatures of two individuals required.)

I /We have read and understand the guidelines, criteria and legal assurances established by the City of Bloomington. If an award is granted, and the grantee does not comply with these stated policies, the City of Bloomington reserves the right to withhold funding.

Date of Application: _____

Administrative Officer/

Primary Contact: X _____ Print Name: _____

Alternate Contact : X _____ Print Name: _____